



Human Resources

DATE POSTED: March 28, 2005

REQ. # 05-081

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03-28-05 TO 04-01-05, but will remain open until filled.

DEPARTMENT/DIVISION
CENTRAL SERVICES

POSITION AVAILABLE
VEHICLE DATA CLERK

OF OPENINGS
1

STARTING SALARY
\$9.05 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 750
PAY GRADE 7
SALARY: \$9.05 - \$13.93
VEHICLE DATA CLERK

MAJOR FUNCTION: Routine work assisting in the receiving, storing and issuing of various automotive and other supplies, materials and equipment. Look up and order parts for all types of vehicles and equipment.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of methods and procedures of receiving and inspecting materials. Mechanical knowledge of automotive and heavy equipment parts and basic operation and how to run a parts department.

Abilities: Ability to do clerical work and to keep accurate records and reports. Ability to operator forklift. Ability to do physical labor. Ability to establish and maintain effective working relationships with the public and fellow employees. Skill in keeping routine stock records.

ESSENTIAL JOB FUNCTION: Receives, unpacks and stores parts, materials and supplies. Inspects goods received and conforms to quantity specifications. Issues parts to mechanics and fills other work requisitions. Prepares supplies and other materials for shipment. Performs delivery and pickup functions. Helps maintain inventory and stock records and controls as required. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Ability to lift 75 lbs. Good hand/eye coordination. Hand and finger dexterity.

ENVIRONMENTAL CONDITION REQUIREMENTS: Work inside.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work. Heavy lifting.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma.

EXPERIENCE: Two (2) years experience as a warehouseman or stock clerk. A comparable amount of training or experience may be substituted for the minimum qualifications. Must be ASE certified.

LICENSE CERTIFICATION OR REGISTRATION: Valid Florida driver's license. Good driving record.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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